
Business Processes Guidebook

Defense Contract Management Command (DCMC)

APRIL 1999

TABLE OF CONTENTS

Module 1: Integrated Management System

INTRODUCTION	1-1
IMS OVERVIEW	1-3
ROLES IN THE IMS	1-6
PLANNING	1-8
PROGRAMMING	1-11
RESOURCING AND BUDGETING	1-13
RESOURCING.....	1-13
BUDGET FORMULATION	1-16
BUDGET EXECUTION	1-17
EXECUTION	1-20
ASSESSMENT AND FEEDBACK	1-21
SUMMARY	1-26

Module 2: Planning

INTRODUCTION	2-1
PLANNING HIERARCHY	2-6
DEVELOPING THE DCMC BUSINESS PLAN	2-16
SUMMARY	2-18
DISTRICT PLANNING PROCESS-OVERVIEW	2-18
PLANNING LINKS TO BUDGETING	2-21
DISTRICT KEY PLAYERS	2-23
DISTRICT INPUTS TO PLANNING AND BUDGETING	2-26

CAO PLANNING PROCESS-OVERVIEW	2-27
CAO KEY PLAYERS	2-29
CAO INPUTS TO PLANNING AND BUDGETING	2-31
CAO PLANNING/BUDGETING TIMELINE	2-33
SUMMARY	2-39

MODULE 3: RESOURCING AND BUDGETING

Section 1: Resourcing

INTRODUCTION	3(1)-1
BACKGROUND	3(1)-2
CAO FTE ALLOCATION	3(1)-4
NON-LABOR.....	3(1)-5
NEW OR CHANGED WORKLOAD REQUIREMENTS	3(1)-5
BUSINESS CASE PROCESS	3(1)-7
BUSINESS CASE REQUIREMENTS	3(1)-8
SECTION SUMMARY	3(1)-9

MODULE 3: RESOURCING AND BUDGETING

Section 2: Budget Formulation

INTRODUCTION	3(2)-1
THE BUDGET FORMULATION PROCESS	3(2)-2
BUDGET FORMATS.....	3(2)-6
SECTION SUMMARY	3(2)-15

MODULE 3: RESOURCING AND BUDGETING

Section 3: Budget Execution

INTRODUCTION	3(3)-1
THE BUDGET EXECUTION PROCESS	3(3)-2
THE FUNDING AUTHORIZATION DOCUMENT (FAD)	3(3)-3
TYPES OF FUNDING	3(3)-3
BUDGET IMPLICATIONS	3(3)-5
ROLES AND RESPONSIBILITIES	3(3)-6
IMPORTANCE OF EXECUTING TO PLANS	3(3)-7
REVIEW AND ADJUSTMENT PROCESSES	3(3)-9
FUND CONTROLS AND PROCESSES	3(3)-11
FUND CONTROL CAUTIONS	3(3)-13
ACCOUNTING DATA AND RECONCILIATION TOOLS	3(3)-14
BILLS AND PAYMENT	3(3)-18
VIOLATIONS AND PENALTIES	3(3)-19
RATIFICATION	3(3)-20
SECTION SUMMARY	3(3)-21
MODULE SUMMARY	3(3)-21
APPENDICES	

MODULE 4: Assessment and Feedback

INTRODUCTION	4-1
MANAGEMENT CONTROLS	4-6
MANAGEMENT RESPONSIBILITIES	4-7
INTERNAL ASSESSMENT AND FEEDBACK TOOLS	4-9
EXTERNAL ASSESSMENT AND FEEDBACK TOOLS	4-18
CONTINUOUS IMPROVEMENT EVENTS	4-20
SOURCES OF INFORMATION	4-22
SUMMARY	4-22
GLOSSARY	G-1